

	MANAGERS	PD CODE: ANPM/PD/M-MLARA/001 APPROVED : G. DA SILVA
	POSITION DESCRIPTION	CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16
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<p>Position Title : Manager – Mineral License Administration & Revenue Assurance</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Vice President - Mineral</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

- 1.1 The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Leste's exclusive jurisdictional areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. The ANPM also tasked to regulate mineral operations activities in the territory of Timor Leste in accordance with the applicable legal frameworks. The role of this position is to manage and coordinate department performance as well as to supervise and enforce the consistency of licences administration procedure and revenue collection.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 Manage and Coordinate department's performance effective and efficiently;
- 2.2 Supervise and Ensure consistent approach by enforcing and enhancing processes and procedures for administration of license and collection of revenues from mineral exploration and exploitation.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Provide Administration support, services to the Director
- 3.2 Provide technical expertise to different functions in the team;
- 3.3 Manage, supervise and monitor performance of Administration and Revenue Assurance staffs
- 3.4 Manage license and revenue inventory/registry/database
- 3.5 Coordinate interdepartmental assessments on license applications
- 3.6 Manage dealing with external stakeholders
- 3.7 Plan and ensure consistent implementation of department's program and budget
- 3.8 Plan and ensure timely issuance of license and fees collection
- 3.9 Ensure adequate process and procedures for license administration
Plan and ensure consistent implementation of department's program and budget
Provide mentor/coaching to administration and revenue assurance staffs
- 3.10 Perform other tasks as required by the ANPM Senior Management.

4. QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential:

- 4.1.1 Master Degree in Resource Management, Industrial Engineering, and or Mining Engineering;
- 4.1.2 Minimum one year experience in Administration and Revenue Assurance;
- 4.1.3 Timor-Leste National;
- 4.1.4 Demonstrated commitment to teamwork,
- 4.1.5 Ability to work and communicate effectively with multi-disciplinary and multi-cultural teams,
- 4.1.6 An understanding of the existing mineral related regulatory frameworks,
- 4.1.7 A high level self motivation, ability to prioritise work and meet deadlines;
- 4.1.8 Strong team player – able to work with team as well as independently;
- 4.1.9 Proficient in the use of the various computer programs such as MS Words, Excel and Power Point.

4.2 Desirable,

4.1.10 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal),

4.1.11 Working knowledge and experience in Mining Industries,